

# Montpelier Community Association, Inc.

## Board of Trustees Meeting Minutes Deerfield Community/Recreation Center, Preschool Room March 14, 2006

**Trustees in Attendance:** John Bertak, David Hartley, Suzanne Haversack, Susan Mathis, Paul McCullagh, Julia Coldren-Walker, Kendra Wagner, and Lucy Young.

**Trustees absent with cause:** Maribeth Petit

**Community Members present:** Brian Dennis, Jeri Witt, Mary Hughes.

Trustee McCullagh called the meeting to order at 6:50 PM. Roll was called and a quorum was present for conducting business.

### **Secretary's Report, Kendra Wagner:**

The minutes of the February meeting were reviewed. The minutes were amended to add the names of two new members of the ACCC and to delete a line which was unclear regarding ACCC approval process. A motion was made to approve the minutes as amended. The motion was seconded and passed unanimously.

### **Treasurer's Report, Julia Coldren-Walker:**

- Trustee Coldren-Walker reported that the following account balances: E-Trade-\$101,376; Money Market Accounts- \$29,381, \$26,964 and \$47,687; Benevolent Fund- \$2,072; Checking Account-\$120,153. There are outstanding checks in the amount of \$8,000. Trustee Coldren-Walker recommended that once the pool repairs have been paid, the money in the checking account should be moved into a better, interest-bearing account. She also asked how, and to whom, the swim team donations should be given.
- The "hold back" to the pool company should not be paid yet because the repairs are not complete.
- 501 assessments paid to date, \$437 donated to Benevolent Fund, \$530 donated to Swim Team. The reminder letters will go out later this week. ACTION REQUIRED.

### **Committee Reports:**

#### **POOL COMMITTEE, Suzanne Haversack, Chair**

- Trustee Haversack requested a \$400 check for the license application.
- White coating should be completed this week.
- Inventory of filters found we have six functioning pairs and the pool company is lending us four "ok" ones so we have the ten filters required. Filters cost \$572 for each pair.
- Slide will be installed next week.
- There is a lot of glass in the parking lot and trash at the dumpster. Trustee McCullagh made a motion to ask the Criscuoli boys to start their pool parking lot clean-up as soon as possible rather than wait until April. The motion was seconded and passed unanimously. Trustee Coldren-Walker will contact the Criscuoli's. ACTION REQUIRED.
- The screening will be repaired before the pool opens, but additional cleaning of the building is needed. ACTION REQUIRED.

#### **TRAFFIC, John Bertak, Chair**

Trustee Bertak reported that Verizon tore up several streets and he will contact them about repairs. ACTION REQUIRED. Trustee McCullagh asked the Department of Public Works to check into the damage done to Silverbirch by the WSSC. He will continue trying to get the street repaired. ACTION REQUIRED. Several contracts for street repairs will begin in April, including Rte. 197 from Rte 198 to Muirkirk Road.

#### **ACCC, Brian Dennis, Vice-Chair**

Mr. Dennis distributed the ACCC report. Highlights:

- New members added to the committee last month were Citrine Wimbush and Diana Soule.
- The ACCC asked the board what constitutes a quorum for their committee. The board felt that 50% of the members should constitute a quorum.
- Motion was made to add Marcia Segura to the committee. The motion passed unanimously.

Ms. Witt asked for clarification in the ACCC report on a violation on Raven Way. Mr. Dennis reported that a request to install a six-foot fence around a new pool was approved pending receipt of the pool contract. No contract has been received and a letter was sent last week.

#### **FACILITIES, Paul Petit, Chair**

Trustee Haversack reported that the playground equipment had not been repaired and was very dangerous. The Facilities chairperson will be contacted. ACTION REQUIRED. Trustee McCullagh reported that the contract for grounds keeping was awarded to Medina. The Green Thumb company had been contacted several times, but did not respond in a timely manner.

NOTE: The Facilities Committee report was distributed after the meeting. Highlights:

- Mr. Gorthy will repair the playground equipment and Mr. Petit will repaint. Total cost should be \$500.
- The grounds contract was signed with Medina. If Green Thumb fails to complete their contracted mulching, Medina will mulch (\$675 additional).
- Repairs/painting of the basketball goals/nets/poles is being researched.
- Some benches need repairs. Mr. Petit will repair them, but needs to know who should buy supplies. ACTION REQUIRED.
- Mr. Petit will contact BFI about trash left at the dumpster. Something needs to be done to prevent illegal dumping. ACTION REQUIRED.

**SOCIAL**, Susan Mathis, Chair

No report.

**SECURITY**, Richard Dengler, Chair

No report.

**WEB COMMITTEE**, David Hartley, Chair

- Trustee Hartley reported that the yahoo group list has several new members and thanked Ms. Hughes for sending the committee the new requests.
- The computer will be turned over to the pool whenever it is needed. Trustee Hartley asked if internet service will be available at the pool. The service was not used last year other than for games and email for the gate attendant and no plans were made to have it installed this year. The DSL line was cancelled last year and we paid a \$150 penalty for early cancellation.
- Trustee Coldren-Walker reported that the website has not been updated with board meeting minutes or newsletters. Trustee Hartley will give Ms. Hughes a login so that she can post the minutes and newsletters. ACTION REQUIRED.
- Trustee Haversack asked if a bulletin board was still being worked on and Trustee Hartley reported that he had a "beta" version and hoped it would be available before the pool opened. ACTION REQUIRED.

**Old Business:**

Trustee McCullagh clarified his statement regarding leaf pick-up. Homeowners can bag, compost or use the county leaf pick-up for leaf removal, but leaves should not be raked into the street where they are dangerous and clog the storm drains. The board never intended to stop any services that the community receives from the county.

The Sheriff's sale and the foreclosure on the Fernwood Turn house have been stayed pending a Chapter 13 bankruptcy. The attorney is working with the bankruptcy trustee to ensure that the association's fees are eventually paid.

**New Business:**

The guidelines for disbursement of the Benevolent Fund were discussed. Trustee Coldren-Walker reported that several residents complained to her about the recent decision to have the board rather than the ACCC disburse funds. The former ACCC chairperson, Ms. Witt, explained that the fund had been created by committee members who were out in the neighborhood and saw residents in need of assistance. The ACCC could act quickly to help elderly residents, or others in need, before violations got out of hand or required fines. Trustee McCullagh recommended that a three person committee be formed to manage the Benevolent Fund. The committee would consist of one board member, one ACCC member and Ms. Witt. Mr. Dennis asked that the requirement that an ACCC member be on the committee be changed to a recommendation rather than a requirement. A motion was made and seconded to establish a Benevolent Fund Committee with Jeri Witt (chairperson), Julia Coldren-Walker (Board of Trustees representative), and one additional member. The committee will be responsible for managing the Benevolent Fund. The motion passed unanimously.

Ms. Witt requested permission to audit the MCA accounts as provided under Article VIII, Section 2, of the By Laws. Trustee Coldren-Walker will meet with Ms. Witt for this purpose.

Trustee McCullagh recommended that MCA business be on a computer that belongs to the association. Currently, the assistant to the board uses a personal computer for MCA business and Trustee McCullagh felt that the MCA business should be on a computer, preferably a laptop, which belongs to the association and would be passed on to anyone holding that position. A recommendation will be made after additional input.

Trustee Hartley reported that the online version of Quickbooks was purchased for the same reason. Every new treasurer of the association can be given access to the MCA books online without having to download information from a personal computer. The online version is \$300 a year and up to five people can have permission to view the accounts. Trustee Coldren-Walker prefers working with Excel, but will continue working with Quickbooks since the association purchased it. Ms. Hughes will be given a login to view the Quickbooks. Trustee McCullagh asked if the treasurer had help from the finance committee. There is no finance committee, because there are no volunteers to form a committee.

Pool guidelines will be revised and presented to the board at the next meeting. There will be a clarification on pool diapers. ACTION REQUIRED. Trustee Haversack requested a copy of the 2005 guidelines. ACTION REQUIRED.

Trustee Wagner received a call from a member who thought that the board would remove a tree in her yard. Trustee Wagner will contact the member and find out if the county is responsible for the tree or if it is the homeowner's responsibility. ACTION REQUIRED.

**Comments from Members:**

Ms. Witt reported that a resident asked that her \$50 donation to the Benevolent Fund be refunded after learning that the ACCC was no longer managing the Benevolent Fund. Ms. Witt will speak to her about the new Benevolent Fund Committee. ACTION REQUIRED.

The next meeting will be held on the second **Tuesday** of April, **April 11, 2006 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 8:32 P.M. The motion passed unanimously.